

Preventive Maintenance Check List

Property Address: _____ PMI done Date: _____

| Sr # | Check Points | Monthly | Quarterly | Semi Annually | Annually | Remarks |
|------|--|---------|-----------|---------------|----------|---------|
| | HVAC, Chiller Check List | | | | | |
| 1 | Start unit and observe operation. | | | | | |
| 2 | Check compressor for proper operation | | | | | |
| 3 | Check discharge & section gas pressure | | | | | |
| 4 | Descaling condenser tube with nylon brush if necessary. | | | | | |
| 5 | Check Electrical wiring for lose connection. | | | | | |
| 6 | Check chiller & condenser water line float switch | | | | | |
| 7 | Inspect gasket look for leaks. | | | | | |
| 8 | Check chiller & condenser water pressure for any blockage | | | | | |
| 9 | Check oil pressure of compressor | | | | | |
| 10 | Check controls for proper operation | | | | | |
| 11 | Check piping and valves for leaks tighten connection as necessary. | | | | | |
| 12 | Check for corrosion, clean prime and paint area of corrosion as necessary. | | | | | |
| 13 | Check unit noise and vibration. | | | | | |
| 14 | Check refrigerant pressure add gas if necessary | | | | | |
| 15 | Clean surrounding floor area | | | | | |

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|------|---|---------|-----------|---------------|----------|---------|
| | HVAC, Cooling Tower Check List | | | | | |
| 1. | Check and clean wet deck, remove all debris and dispose of properly | | | | | |
| 2. | Remove dirt or dust from all interior parts. | | | | | |
| 3. | Pressure wash cooling tower and tower structure | | | | | |
| 4. | Inspect and adjust motor, belts, etc, for proper operation | | | | | |
| 5. | Lubricate motor and fan bearings. | | | | | |
| 6. | Flush cooling tower if the tower has accumulated excessive debris during the operation season. | | | | | |
| 7. | Clean distribution nozzles and screens; adjust bleed, float, and central valve for desired water level. | | | | | |
| 8. | Check electrical wiring for loose connections. | | | | | |
| 9. | Check drains line for restrictions. | | | | | |
| 10. | Start unit and observe operation | | | | | |
| 11. | Check frame of unit with ohmmeter for proper electric ground. | | | | | |
| 12. | Inspect and clean protective finish inside and out side. Clean and refinish any damaged coating. | | | | | |
| 13. | Inspect keys and keyways in motor and drive shaft. | | | | | |
| 14. | Lubricate all bearings. Remove old or excess lubricant. | | | | | |
| 15. | Check fans and air inlet screens and remove any dirt or debris. | | | | | |
| 16. | Clean in out cooling tower strainer if necessary. | | | | | |

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| | HVAC, Chiller Water Pump Check List | | | | | |
| 1 | Check unit for proper operation | | | | | |
| 2 | Check for leaks on suction and discharge piping | | | | | |
| 3 | Check for seals,packing glands,etc | | | | | |
| 4 | Check motor and pump operation for exeessive vibration, overheating, noise | | | | | |
| 5 | Check operation of pressure controls. | | | | | |
| 6 | Lubricate pump and motor. | | | | | |
| 7 | Clean exterior of pump, motor and surrounding area. | | | | | |
| 8 | Clean strainer of suction line if needed | | | | | |

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| | HVAC, Condenser Water Pump Check List | | | | | |
| 1 | Check unit for proper operation | | | | | |
| 2 | Check for leaks on suction and discharge piping | | | | | |
| 3 | Check for seals,packing glands,etc | | | | | |
| 4 | Check motor and pump operation for exeessive vibration, overheating, noise | | | | | |
| 5 | Check operation of pressure controls. | | | | | |
| 6 | Lubricate pump and motor. | | | | | |
| 7 | Clean exterior of pump, motor and surrounding area. | | | | | |
| 8 | Clean strainer of suction line if needed | | | | | |

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| | HVAC, Hot Water Pump Check List | | | | | |
| 1 | Check unit for proper operation | | | | | |
| 2 | Check for leaks on suction and discharge piping | | | | | |
| 3 | Check for seals,packing glands,etc | | | | | |
| 4 | Check motor and pump operation for exeessive vibration, overheating, noise | | | | | |
| 5 | Check operation of pressure controls. | | | | | |
| 6 | Lubricate pump and motor. | | | | | |
| 7 | Clean exterior of pump, motor and surrounding area. | | | | | |
| 8 | Clean strainer of suction line if needed | | | | | |

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| | HVAC, Boiler Gas operated, Check List | | | | | |
| 1 | Check boiler room for adequate ventilation in accordance with AGA burner requirements. | | | | | |
| 2 | Check operation of all gas controls and valves including: manual gas shutoff, gas regulator, safety shutoff valve (solenoid), automatic gas valve, gas solenoid valve, butterfly gas valve, motor, and linkage to air louver, safety gas solenoid (if used) | | | | | |
| 3 | Check flue connection for tight joints and minimum resistance to air flow, before firing. | | | | | |
| 4 | Draft regulators should give slightly negative pressure in the combustion chamber at maximum input. | | | | | |
| 5 | On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates. | | | | | |
| 6 | Check burner for flush back. | | | | | |
| 7 | Check operation of controls, clean and adjust if necessary. | | | | | |
| 8 | Check pilot for proper operation. | | | | | |
| 9 | Satisfactory operation and adjustment should conform with manufacturer's instruction. | | | | | |
| 10 | Clean all burner nozzles before operating. | | | | | |

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| | HVAC, AHU (Air Handling Unit) Check List | | | | | |
| 1 | Check unit for noise and vibration. | | | | | |
| 2 | Clean filters. | | | | | |
| 3 | Drain and clean condensate pan | | | | | |
| 4 | Lubricate, grease motor and blower bearings. | | | | | |
| 5 | Clean coil with vacuum, water pressure, brushing. | | | | | |
| 6 | Use fin comb to straighten coil fins if need. | | | | | |
| 7 | Clean fan blades and interior unit surfaces to remove soil. | | | | | |
| 8 | Damp wipe exterior surfaces. | | | | | |
| 9 | Check motor belt and pulley for proper operation. | | | | | |
| 10 | Visually inspect wiring for damage or loose connection, tighten loose connections. | | | | | |
| 11 | Remove/clean, adjust and reinstall evaporative pads. | | | | | |
| 12 | Remove/clean debris from surrounding area. | | | | | |
| 13 | Start unit and check for proper operation. | | | | | |
| 14 | Check unit bypass valve for proper work. | | | | | |

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| | HVAC, Expansion Tank Check List | | | | | |
| 1 | Check float valve for proper function | | | | | |
| 2 | Check tank for leakage | | | | | |
| 3 | Clean surrounding area | | | | | |

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| | HVAC, FCU (Fan Coil Unit) Check List | | | | | |
| 1 | Check unit for noise and vibration . | | | | | |
| 2 | Clean filters. | | | | | |
| 3 | Drain and clean condensate pan | | | | | |
| 4 | Lubrricate, greasing motor and blower bearings. | | | | | |
| 5 | Clean coil with vacuum, water pressuer ,brushing. | | | | | |
| 6 | Use fin comb to straighten coil fins if need. | | | | | |
| 7 | Clean fan blades and interior uint surfaces to remove siol. | | | | | |
| 8 | Damp wipe exterior surfaces. | | | | | |
| 9 | Check motor belt and pully for proper operation. | | | | | |
| 10 | connections. | | | | | |
| 11 | Remove/clean ,adjust and reinstall evaporative pads. | | | | | |
| 12 | Remove/clean debris from surrounding area. | | | | | |
| 13 | Start Uint and check for proper operation. | | | | | |
| 14 | Check uint bypass valve for proper work. | | | | | |

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| | Fresh Air Supply Fan Check List | | | | | |
| 1 | Check bearings' noise of supply fan's motor. | | | | | |
| 2 | Check fan blade for proper work. If it exist. | | | | | |
| 3 | Check Air Supply. | | | | | |
| 4 | Check Air duct for any damage. | | | | | |
| 5 | Check Air Inlet and clean if needed. | | | | | |
| 6 | Clean blower for proper work. If it exist. | | | | | |
| 7 | Check electrical loose connection, | | | | | |
| 8 | Clean supply fan unit. | | | | | |

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| | Air Exhaust Fan Check List | | | | | |
| 1 | Check bearings' noise of supply fan's motor. | | | | | |
| 2 | Check fan blade for proper work. If it exist. | | | | | |
| 3 | Check Air Supply. | | | | | |
| 4 | Check Air duct for any damage. | | | | | |
| 5 | Check Air Inlet and clean if needed. | | | | | |
| 6 | Clean blower for proper work. If it exist. | | | | | |
| 7 | Check electrical loose connection, | | | | | |
| 8 | Clean exhaust fan unit. | | | | | |

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